



財務處
Finance Office

人力資源處
Human Resources Office

學生事務處
Office of Student Affairs

To	Administrators of Student Helper Engagement Scheme (SHES)
From	Finance Office, Human Resources Office and Office of Student Affairs
Date	13 June 2025
Subject	Arrangements for Student Helpers who will graduate in the 2024-25 Academic Year
Enquiry	student.helper@cuhk.edu.hk

Dear Student Helper Administrators,

With the 2024-25 academic year coming to an end, students who have fulfilled the graduation requirements will graduate from the University on 31 July 2025 (i.e. the last day which they possess a valid student status). For those who have registered as Student Helpers under the Student Helper Engagement Scheme (SHES), their Student Helper status will also end on the same date. In this connection, we would like to inform you of the following arrangements which are only applicable to this group of students:

1. Departments/Units are requested not to engage graduates in paid campus work after 31 July 2025. Since the Student Helper status of the graduates will expire on 1 August 2025, their work hour information should be submitted on or before 31 July 2025 for the payment arrangement.
2. For graduated student helpers who will pursue postgraduate study/another programme in CUHK in the 2025-26 academic year, they will need to re-register as Student Helpers at the start of the academic year if they would like to continue taking up paid campus work. They will receive the notification on the registration arrangements together with other new admittees in late August 2025. In brief, these students will not be able to take up engagement work for August 2025.
3. Graduating students who are not able to fulfill the graduation requirements will turn into “continuing students” after 31 July 2025. Normally their student helper status will be automatically extended once their new expected graduation date is confirmed by the Registry, hence, they will be allowed to continue taking up engagement work seamlessly. In case these students have any problem in accessing the Student Helper System after 31 July 2025, they can contact the Office of Student Affairs for assistance.
4. For graduated student helpers who will pursue employment in CUHK afterwards, please contact the Human Resources Office for the necessary arrangements. Please note that these students should not take up any student helper engagement work after 31 July 2025.

Please help bring this email to the attention of your staff members and student helpers concerned. Relevant information on the above has also been extracted and put on the [SHES Homepage](#) for students’ reference.

Enquiries and Supports

Enquiries pertaining to the above arrangements can be directed to Mr. Kenson Chan, Human Resources Office (email: student.helper@cuhk.edu.hk / tel: 3943 9368) or Miss Hilda Tang, Office of Student Affairs (email: shes@cuhk.edu.hk / tel: 3943 7964). For enquiries on the payment matters, please contact Miss Natalie Lau, Finance Office (email: shespay@cuhk.edu.hk / tel: 3943 8614).

Thank you for your attention.

Finance Office, Human Resources Office and Office of Student Affairs

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